

Waterloo

Nov 1895

Berlin-Waterloo

= Hospital. =

OMITTED ON NEXT PAGE

Life Member.

MR. JOSEPH E. SEAGRAM - - Waterloo

ERRATA.

CLAUSE 77. Visiting hours changed to between 2 and 5 o'clock p. m. and Sunday visits struck out.

1895, Trustees Elected by Subscribers.

GEORGE RANDALL, Chairman	-	Waterloo
JOHN FENNELL, Vice-Chairman	-	Berlin
ADOLPH MUELLER, Secretary	-	Berlin
W. R. TRAVERS, Treasurer	-	Berlin
JOHN ANTHERS	-	Berlin
L. J. BREITHAUP	-	Berlin
WILLIAM HENDRY	-	Berlin
CHRISTIAN KUMPF	-	Waterloo
JAMES LOCKIE	-	Waterloo
AUGUST LANG	-	Berlin
JOHN SHUH	-	Waterloo
J. M. STAEBLER	-	Berlin

1895, Trustees Elected by Municipalities

MAYOR HIBNER	-	Berlin
MAYOR SNYDER	-	Waterloo
VAL. OTTERBEIN,	Waterloo Co.,	Heidelberg

Medical Staff (in the order of Weekly Attendance)

D. J. MINCHIN, M.D.	-	Berlin
J. H. WEBB, M. D.	-	Waterloo
H. G. LACKNER, M. D.	-	Berlin
J. E. HETT, M.D.	-	Berlin
D. S. BOWLBY, M.D.	-	Berlin
W. J. ARNOTT, M.D.	-	Berlin
G. H. BOWLBY, M.D.	-	Berlin
A. F. BAUMANN, M.D.	-	Waterloo
C. T. NOECKER, M.D.	-	Waterloo
L. B. CLEMENS, M.D.	-	Berlin
J. H. ARMITAGE, M.D.	-	Waterloo
G. R. MYLIUS, M.D.	-	Berlin

Homeopathy.

J. C. McLEAN, Berlin,	attends patients who request Homeopathic Treatment, on call.
MISS DUNCAN,	Lady Superintendent

Berlin - Waterloo Hospital.



The Twin City, composed of the Towns of Berlin and Waterloo, although under separate Municipal government show geographically no line to mark the division, and as to the Hospital, which was opened for patients the beginning of July, 1895, both Towns worked as a unit to furnish the means to carry out the laudable project which has just been completed.

The undertaking was much facilitated by the generous gift by Mr. Joseph E. Seagram of Waterloo, of the finely situated block of land, consisting of thirteen acres, on which the Hospital Building now stands. The intrinsic value of the property so donated, although worth several thousand dollars, was not by any means its only service in the establishment of the Hospital. The generosity of Mr. Seagram was a stimulus to the whole community, and materially lightened the labor of the canvassers.

The Ladies of the Towns organized an Auxiliary, principally composed of representatives of fourteen or more Church Congregations; the Auxiliary was excellently Officered, and its efficiency a masterpiece of Management. Another organization of Ladies formed a Committee to publish a *Woman's Paper*, the first of its kind in Canada. The Publishers of *The Daily Record* kindly surrendered their Sanctum, Plant, and Premises to

their temporary successors, and *The Hospital Record* appeared on time, creditable to its authors, and a financial success of over \$600, after paying all expenses; this being added to the Ladies' Auxiliary funds the combined result, in an incredibly short time, netted sufficient money to furnish every Ward with the latest and best make of Cots, 29 in all, a large supply of bedding and other necessities, and choice sets of oak furniture; carpet and furniture for the Lady Superintendent's room, and the Reception Room, and considerable value in other furnishing; and eight hundred dollars towards furnishing the Operating Room; they also hope to have the elevator put in at an early date.

The Trustees, before commencing to build, visited a number of the best Hospitals in Ontario, and carefully noted such improvements as funds at their disposal would permit them to make, and the result appears to be eminently satisfactory. The building is of red brick, its outline and style quite modern and pleasing, while its beautiful site favorably hightens its architectural effect.

The Hospital site could not be more conveniently situated for its purpose, being near the Westerly limit of the Corporation of Berlin, and almost adjoining the Easterly limit of Waterloo, with a frontage of about thirteen chains on King Street; the Electric Cars pass every twenty minutes each way; the building stands on a nice elevation, nearly four hundred feet back from the street, thereby securing complete quiet so necessary for the comfort of patients.

Berlin & Waterloo Hospital

By-Laws and Society Regulations.

Finally Adopted by the Board, July 22, 1895.

The management of the Hospital shall be strictly based on efficiency, showing no preference to sect, creed, school or party as such.

MEMBERSHIP.

1. All persons who shall contribute in one year towards the maintenance of the institution the sum of five dollars or over, shall be members for that year, and entitled to one vote at all general meetings, and one additional for each contribution of five dollars up to five votes.

2. All ladies who are members of the Ladies' Auxiliary to the Berlin and Waterloo Hospital, and contribute two dollars or over to its funds shall be members for that year, and entitled to one vote, and one additional for each extra contribution of five dollars up to five votes.

3. Any Fraternal Society contributing towards the Building Fund the sum of One Hundred dollars shall be entitled to one Life Membership, and for each Twenty dollars contributed during any year towards the maintenance of the Hospital shall be entitled to one additional member for that year, and may elect its member or members to represent the Society at General Meetings of the Hospital.

4. The respective Ministers or Pastors of all Church Congregations or Religious Societies which give an Hospital Sunday collection in any year shall be ex-officio Members for that year, and entitled to one vote up to a twenty dollar collection, and such Congregation or Society shall be entitled to one extra member for each additional Twenty dollars so collected up to five.

5. All persons who have paid, or shall hereafter pay, the sum of One Hundred dollars or over in one sum in aid of its funds shall be Life Members and entitled to one vote at all meetings of the members of the Hospital, and one extra vote for each additional hundred dollars so contributed up to five, and Life Members who contribute annually towards the support of the Institution the sum of five dollars or over, shall be entitled to an additional vote for each sum of five dollars so contributed up to five votes.

6. The Municipal Councils of the Towns of Berlin and Waterloo, and the County of Waterloo, shall, on rendering Municipal support to the Hospital, be members of the Trust, and each be entitled to elect, at their respective Meetings in the month of January in each year, one member for that year to the Board of Trustees; such member may or may not be a member of such Council. Any other Municipality of said County, on rendering such support, apart from the County, shall be entitled to elect one member of the Trust for that year.

GOVERNMENT.

7. The control and government of the Hos-

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pital shall be and is hereby vested in a Board of Trustees, who shall be elected by the members, and who shall hold office and perform their respective duties until their successors are elected.

TRUSTEES.

8. The Board of Trustees shall consist of twelve members, eight of whom shall be elected by the Berlin members, and four by the Waterloo members: one-half the number to be elected each year to serve two years, and until their successors are elected and accept office, and in addition to these, as provided by clause 6, one Trustee may be elected annually in the month of January by the County Council of the County of Waterloo, and one each by the respective Councils of the Towns of Berlin and Waterloo, to serve for one year, and such other person or persons as may be elected Life Members by at least a two-thirds vote of members present at an Annual Meeting, or Special Meeting called for that purpose.

ANNUAL MEETING.

9. An Annual Meeting of the members shall be held on the second Tuesday in March, notice of the time and place to be given by the Secretary in one or more papers published in the Towns of Berlin and Waterloo, for one week in a daily, or two insertions in a weekly.

At the Annual Meeting the Trustees shall be elected in the usual way by ballot, and two Auditors shall be appointed by open vote of the members present, to audit the books and ac-

counts of the Institution, and to report in full detail at the next Annual Meeting.

All matters of business connected with the Institution shall be in order at this Meeting.

10. After the election of Trustees, the Chairman of the Meeting shall forthwith advise each Trustee of his election, and the accepting Trustees shall meet on the Tuesday following such election at 8 o'clock, p. m., for organization, and shall elect from their number a Chairman, a Vice-Chairman, a Secretary and a Treasurer.

11. The Chairman, or in his absence the Vice-Chairman, shall preside at all Meetings of the Board, or in their absence the Trustees present shall elect one of their own number to act as Chairman for the time being.

12. If any Trustee fail to attend the meeting for organization, or to accept in writing his election, the Secretary shall make enquiry as to the cause of his absence, and report at the next meeting of the Board, and if it be found that he was not absent by reason of illness or unavoidable cause, the accepting Trustees, if a quorum be present, shall elect in the place of such absent Trustee another qualified member for the term until the next election. But if five or more elected Trustees have not accepted office, then a Special General Meeting shall be called to fill the vacancies.

13. In case of the death, resignation, or absence without leave for three months from the Hospital, or meetings of the Board of Trustees, of the Chairman, Secretary or Treasurer, or other Trustees, it shall be the duty of the Board at the next regular monthly meeting to

declare the office held by such Chairman, Secretary or Treasurer, or other Trustee vacant, and to elect a Trustee or Trustees to fill the office or offices respectively so declared vacant ; but this shall not apply to any Trustee elected as a Life Member of the Board.

SPECIAL GENERAL MEETINGS.

14. Special General Meetings may be called by the Trustees or any five of them for any special purpose or purposes by notice as provided for Annual Meetings, but the business for which any General Meeting may be called shall be fully set forth in the notices.

15. On request in writing stating in plain, concise language the object of the Meeting, and the specific business to be transacted, signed by ten or more members of the Trust for a Special General Meeting, it shall be the duty of the Board to call such Meeting in the manner provided for the Annual Meeting. The object and business of such meeting must be stated in full in the notice calling such meeting, and no other business or consideration shall be discussed. In case the Trustees refuse to comply with such request the said members may call the meeting in the manner provided for calling the Annual Meeting.

16. If for any cause the Annual Meeting may not be held on the regular day herein provided, it may be held at any subsequent time within three months, as may be determined on by a majority of the Trustees ; and the notice given for such adjournment, and of the subsequent Meeting, shall be published as provided for the

regular Meeting, and such adjournment shall in no way interfere with any part of the management or work of the Hospital.

17. The Trustees shall at the first regular meeting held by them after the Annual Meeting in each and every year elect out of their number the following Committees, each to consist of three members that is to say one on FINANCE, whose duty it will be to inspect and approve all accounts coming before the Board for payment; a HOUSE Committee, who shall have in charge the providing of fuel, provisions, and other supplies for the Hospital, and all matters of internal management and arrangement respecting patients and servants of the Hospital, and internal alterations and improvements in the buildings; and a GROUNDS Committee, who shall have charge of the out-buildings and grounds, and of all repairs, improvements and general requirements of the same.

18. A monthly meeting of the Board shall be held in the Trustees' Room in the Hospital at 8 o'clock p. m. on the second Tuesday in each and every month except the month of March, and meetings shall be held on special occasions, at the call of the Secretary. Five members shall constitute a legal meeting, and shall be competent to transact all business relative to the Institution, in so far as they are authorized by law.

19. The Chairman shall be, ex-officio, an additional member of each of the said Committees, and the Treasurer of the "Finance" Com-

mittee, and the Secretary of the "Finance" and "House" Committees respectively.

20. The Chairman, or in his absence, the Secretary, may at the request of two Trustees at any time summon and call together the Board of Trustees, giving them notice thereof in writing at latest on the preceding day, and intimating the purpose of the meeting.

21. The Trustees shall have the power, at any monthly or special meeting called for that purpose, to appoint such officer or officers as they may at any time find necessary for the management of the Hospital, and to fix their salaries.

22. Two of the Trustees shall in rotation visit the Hospital at least twice a week, and shall enter their names in a book, with such observations relating to the Institution as they think necessary, but if unable to attend in his turn, a Trustee may procure another Trustee to act in his place.

23. It shall be the duty of the Trustees at each of their monthly meetings to enquire into the domestic economy of the Hospital, and into the conduct of the Officers, Steward, Lady Superintendent, and Servants; and to order payments of accounts that have been approved by the Finance Committee, which shall be done by orders on the Treasurer, signed by the Chairman, and countersigned by the Secretary.

24. The Secretary shall attend all meetings of the Board, the "Finance" and "House" Committees, and Annual and Special Meetings of the Members, take minutes of the proceedings of those meetings, and make the required re-

ports and returns to the Legislature, and perform such other duties as usually attach to the office of Secretary.

25. The Treasurer shall give such security as may be required by the Board for the due accounting for and payment of the moneys which he shall from time to time receive for the use of the Hospital; and he shall receive all moneys belonging to the Corporation and enter the same in full detail in the books furnished by the Board, which shall at all times be subject to inspection by any one or more of the Trustees, and shall keep the said moneys in such Chartered Bank as the Board shall direct, in the name of the Trust, and pay out the whole or any part thereof on Cheques, countersigned by the Chairman or Vice-Chairman.

26. The Hospital Staff shall consist of a Lady Superintendent who must be a trained nurse and hold a certificate from a well-established training school, a Gardener, Care-taker or Porter, a competent staff of Nurses, and other necessary domestics, whose number shall be regulated from time to time by the House Committee.

DUTIES OF LADY SUPERINTENDENT.

27. The Lady Superintendent when placed in charge of the Hospital shall sign a receipt in a book containing an inventory of the furniture, furnishings and appliances of the Hospital, and shall keep a record of all future additions thereto; and also of articles unfit for use by accident or wear.

28. She shall have the care of all the books,

furniture, beds, bedding, and stores: also the general supplies, including food and such other articles as are required for the use of the Hospital. She shall order all supplies of provisions, etc., under the direction of the "House" Committee, and keep an account in a book of all articles furnished and by whom supplied, and shall certify the same as correct or otherwise at the end of each month, or oftener, if so required. She shall always keep a record in a book of all the donations of provisions or other articles for consumption or use in the Hospital, and report the same monthly as above. She shall keep under lock and key all wine, beer, and other spirituous liquors: such liquors not to be furnished any person except by order of their attending Physician, or when she considers the same absolutely necessary.

29. Subject to the approval of the "House" Committee she shall have charge and supervision of the Nurses and domestics, whom she shall have power to hire and discharge. She shall report to the visiting Physician and to the "House" Committee any misconduct or irregularity which may occur in her department.

30. She shall frequently visit the wards, kitchen and laundry, to see that the nurses and servants are properly attending to their duties.

31. She shall also see that the provisions are all properly cooked and punctually supplied, and that there is no improper or unnecessary waste, and that nothing, either of food or drink, or medicine, be given to, or be taken by any of the patients, or be taken into any of the wards

or rooms, but that which has been prescribed for use.

32. She shall not absent herself from the Hospital unless on its business, and then not until she has placed a capable nurse in charge. In case of necessary absence on her own affairs, leave must be obtained from the Chairman of the House Committee.

33. She shall on the admission of a patient take an inventory in a book of his or her clothing and effects, and shall order the clothing of patients admitted to be purified, if necessary, or destroyed by burning, if so directed by the attending Medical Officer.

34. She shall keep all books of account required by the Board, and attend and act as Secretary at Board Meetings, in the absence of the Secretary, if required to do so.

35. She shall apprise the Medical staff by telephone or written notice, when required for the purpose of consultation, and shall take down in a book to be provided for the purpose, the name, date of admission, and discharge of each patient, and all other particulars described in the heading of said book, or as may be legally required in respect of Public Hospitals in this Province.

36. She shall dispense all prescriptions and all medicines for the use of the Hospital under the orders of the Physician of the day, and they shall be under her exclusive charge.

37. When a patient dies in the Hospital, she shall immediately give notice in writing to the relatives of the deceased, or in the case of no known relatives, to the Clergyman of the Con-

gregation to which he or she may have belonged, or in case the patient has been sent to the Hospital by a Municipality, Society or individual, to the head of such corporation, society, or individual, or their representative, requesting them to make arrangements for the interment of the deceased; and she shall perform such other duties as may from time to time be prescribed and directed by the Board or House Committee.

NURSES.

38. The Nurses shall be under the general order and direction of the Lady Superintendent.

39. Nurses shall keep themselves neat and clean and properly clothed, according to the prescribed rules, and they shall conduct their work at all times in a quiet, orderly and kindly manner, and shall behave themselves towards their patients and one another with becoming propriety and kindness.

40. The Nurse of the Ward to which a patient is assigned shall see that the patient has been bathed or washed as may be necessary.

41. They shall inform the Medical Attendant when he visits the respective patients, of all matters and circumstances relating to them to assist him in judging of their condition, and shall inform the Lady Superintendent promptly of any alarming symptoms with which a patient may be seized.

42. They shall punctually and faithfully attend to the proper and reasonable wants of their patients at all times, furnish them with their food, drink and medicine strictly as may

be prescribed, and shall assist their patients on all occasions when they require assistance.

43. They shall attend to the proper changing of the patient's linen, clothing, bed linen, and bedding, when necessary, or when directed to do so by the Lady Superintendent.

44. They shall enforce orderly, quiet, decent, and becoming behavior on the part of their patients in all respects, and shall give immediate notice to the Lady Superintendent of any violation or neglect by the patients of the rules of the Hospital, or of the orders which have been given by the Attending Physician, or of refusal or neglect to follow the prescriptions which have been made in their respective cases. They shall also perform any reasonable service in their department that the Lady Superintendent may require.

45. They shall keep their respective wards or rooms neat and clean at all times, and shall see that the plates, knives, forks, spoons, cups, mugs, or other vessels used in the taking of food, drink or medicine, are kept in a cleanly condition, and that they are not broken or injured by patients. They shall attend to all vessels and utensils of their respective wards as often as may be necessary. They shall allow no visitor or other person to annoy or improperly interfere with the patients.

46. They shall not unnecessarily leave their wards when on duty, nor shall they leave the Hospital at any time without the consent of the Lady Superintendent.

GARDENER AND PORTER.

47. Until more are needed, one man shall discharge the duties of both. He shall take charge of the furnaces or hot water boilers, and receive and carry out the instructions of the Lady Superintendent as to the degree of heat to be maintained from time to time in the Hospital; cut wood and store the same, pump water, feed and attend cows, pigs, and poultry when required, keep the grounds in order, and cultivate the same, act as messenger, assist the Nurses when required to do so, and act generally under the directions of the Lady Superintendent. He shall also reside in the Hospital, or in some other building on the grounds, or adjacent thereto.

48. Without the approval of the Board no officer or person connected with the Hospital shall at any time, under any pretence whatever, on pain of dismissal, give to, or take from, any tradesman, patient or servant, or any other person, any fee, reward or gratuity of any kind whatsoever, directly or indirectly, for any service done, or to be done, or proposed to be done, on account of or relative to said Hospital, except in the case of Physicians attending private pay patients in the Hospital.

ADMISSION OF PATIENTS.

49. The time for admitting patients shall be from two to four o'clock p. m. throughout the year, but in case of accident, emergency or other necessity, a patient may be admitted at any hour by any of the Medical Staff, or by

order from any member of the Board of Trustees, or by the Lady Superintendent.

50. Any patient possessing the means, shall be required to pay to the funds of the Hospital \$2.80 to \$10.00 per week in advance, according to the situation of the room or ward. Special accommodation and attention shall be extra. All charges to be regulated by the "House" Committee.

51. Paying Patients shall be entitled, on request, to the benefit of "Consultation" with any Licensed Medical Practitioner whom they may employ.

52. Any Municipal Corporation, Society, or any five or less number of persons, uniting for such purpose, or any person may contribute annually \$100 or over to the support of the Hospital, and shall have the right to name for admission one free patient or succession of free patients for said term of one year in a public ward for every \$100 so contributed, but such nomination must be of an indigent person or persons, and no other.

53. The certificates for the admission of indigent patients must be signed by the Heads of such corporations, or Societies, or their representatives, or by the persons or person who have or has so contributed to the funds of the Hospital, or by the Chairman of the Board; and the Medical Staff are required not to admit any patient without such certificate (except in cases of accident, as above provided), such certificate to be in substance in the following form :—

To the Attending Medical Officer
Berlin & Waterloo Hospital.

SIR,—

I recommend
a resident of..... for
to be admitted to the
Berlin and Waterloo Hospital as a free patient,
if deemed a fit subject.

54. No indigent patient shall be dismissed by the Lady Superintendent, (except as otherwise provided) until the Medical Officer of the day shall order or permit such discharge, when she shall if necessary by telephone, messenger, or in person, notify the Mayor, Warden, or Reeve, or other person, upon whose certificate the patient had been admitted, that the patient is about to leave the Hospital.

55. In all cases where an interment necessarily takes place, at the instance of the Hospital authorities, the expenses thereof shall be borne by the relatives, or the Municipality, Society or individuals concerned in sending the patient to the Hospital.

RULES FOR ENDOWMENT OF BEDS.

56. Any person, Society or Corporation who may donate or bequeath to the Hospital Trust the sum of Two Thousand Five Hundred Dollars in cash, or valuable securities, or in Real Estate, if sufficient to realize a yearly income of not less than One Hundred Dollars, may thereby endow one bed in a Public Ward

of this Hospital in perpetuity. The person (or heirs, or other appointor named in perpetuity), Society, or Corporation so endowing shall be entitled to nominate continuously one indigent patient to such bed free of all charge, but in other respects the patient to be subject to all the rules and regulations of the Hospital, and a brass plate may be inserted in the wall over the bed, stating thereon the name and residence of the person, Society, or Corporation by whom the bed is endowed.

RULES FOR PATIENTS.

57. Patients having money or articles of jewellery must leave them in charge of the Lady Superintendent before going to the Wards, and must have a bath, unless orders to the contrary are given by the Attending Physician.

58. Patients must be quiet and exemplary in their behaviour, and conform strictly to the Rules and Regulations of the Hospital, and carry out all orders and prescriptions of the various officers of the Establishment. No indecent or immoral conduct will be tolerated. The use of tobacco in any form is (except under medical authority) strictly prohibited. Loud talking or unnecessary noise of any kind in Wards or Corridors is forbidden.

59. Patients must be in their proper places in the wards at meal times and during the visits of the Attending Physician, and always at 8 o'clock at night: and no patient shall leave his or her Ward, or the Hospital or grounds at any time, without special leave from the Lady Superintendent.

60. No patient shall enter into the basement storey, operating theatre, or any of the officers' or attendants' rooms, except by permission of an officer of the Hospital. No male patient shall enter the Women's Ward, or any female patient the Men's Ward.

61. Patients are not allowed in any way to interfere with or remove their diet cards or charts from the Wards, nor take away bottles, labels, or appliances when leaving the Hospital.

62. After 8 o'clock, p.m., perfect quiet must be observed in the Wards; and every patient must retire to bed at nine o'clock p.m., and such as are able shall rise at six, a.m., in Summer, and seven, a.m., in Winter. These hours can be varied at the discretion of the Lady Superintendent.

63. No patient shall retire to bed without previously undressing, nor shall any convalescent patient lie upon a bed in the day time without permission, but such as wish either to sleep or to rest shall be permitted to retire at any time.

64. Any patient bringing spirituous liquor into the Hospital or on the grounds, or being found intoxicated, will be discharged.

65. Whenever patients misbehave or violate any of the standing Rules of the Hospital, the Attending Physician or visiting Trustees may remove or discharge them, as provided by clause 74 of the Rules.

66. Any disputes that may arise, either among the patients, or between the patients and attendants, or between the attendants, shall be

reported immediately to the Lady Superintendent.

67. Patients in Private Wards may be visited by their friends at any suitable hours by special permission of the Attending Physician, who may in all cases and at all times exercise discretionary powers as to excluding or admitting visitors.

68. Such free patients as are able, in the opinion of the Attending Physician, shall assist in nursing others, or in such services as the Lady Superintendent may require.

RULES FOR THE MEDICAL STAFF.

69. All the licensed medical practitioners of the Towns of Berlin and Waterloo who have contributed to the erection of the Hospital are hereby appointed Medical Officers, provided that they signify their assent thereto by signing an agreement that they will attend the Hospital weekly in rotation, receive the patients requiring admission, retain them under their charge until discharged, and that they will abide by and be subject to all the Rules and Regulations for the management of the Hospital, and continue their services for the period of one year from the date of the commencement of said services. Their attendance in rotation shall be in the order as agreed among themselves, which agreement when entered into shall be signified to the Board, and no additions shall be made to these so long as eight or more are on the Staff without the approval of the existing Medical Board, after the payment of such fees as the Trustees shall require; and subsequent appointments shall be

made by the Board of Trustees when necessary. In case the Medical Staff include a Homeopathic Practitioner, such Practitioner shall not be required to attend to the weekly rotation service as stated above, but attend all patients who request Homeopathic Treatment whenever called on, and he shall sign an agreement to that effect.

70. If any Medical Officer shall be prevented from attending to his duties in rotation, he shall procure some Medical Officer of the Staff to perform his duties in his stead.

71. Each Medical Officer shall enter in the Case Book at the Hospital an account of each patient admitted by him into the Hospital, the name, age, and occupation of such patient; the history and probable cause of the disease, the daily changes, and such other circumstances as may tend to throw light on the case, with his prescriptions.

72. The Medical Officers shall not admit or retain any insane, or lying-in or incurable person, unless with the special permission of the Board.

73. No capital operation shall be performed in the case of a non-paying patient except where delay might be dangerous, until notice to all the Medical Staff has been given, and the presence of at least three members obtained, nor without the concurrence of a majority of those present, and the nature and position of the operation to be performed shall be determined in the same manner.

74. The Medical Officer, if he shall have cause of complaint any employee or patient, shall report the same to the visiting Trustees,

and shall state whether in his opinion the person complained of should be discharged from the Hospital, or how else dealt with, and the person may be dealt with, as they determine, and the case reported by the Visiting Trustees at the next Board Meeting.

73. All Licensed Practitioners may walk the Wards, in Company with the visiting Medical Officer, but shall not dictate or interfere with respect to the practice, unless called in for consultation.

74. Medical Students upon the payment of five dollars, each term (not exceeding six months), in advance (fee to belong to the Hospital fund), shall have the privilege of visiting the patients in the Public Wards in Company with, and by consent of the Attending Physician, but not otherwise, and at the expiration of the term, certified tickets showing the extent of their attendance shall be furnished them, signed by the Chairman and Secretary; and such Students shall register each visit in a book kept for that purpose by the Secretary.

RULES FOR VISITORS.

77. Visitors may be admitted to the Hospital by a card of admission (from any of the Trustees) between the hours of ten o'clock a. m. and two o'clock p. m. on Tuesdays and Fridays, and on Sundays from two to three o'clock p. m., it being understood that no visitor shall be permitted in the wards during the visits of the Physicians without their permission. No card of admission shall be required from any person accompanying a

patient to the Hospital, or accompanied by a Trustee.

78. Clergymen, as such, of all denominations shall have admission at all times to visit a patient of their own denomination or on call by any patient

79. Visitors are strictly prohibited from giving any article of food, fruit, luxuries, tobacco, spirits or wine, to any patient. Luxuries intended for any particular patient must be left with the Lady Superintendent, subject to the orders of the attending Physician.

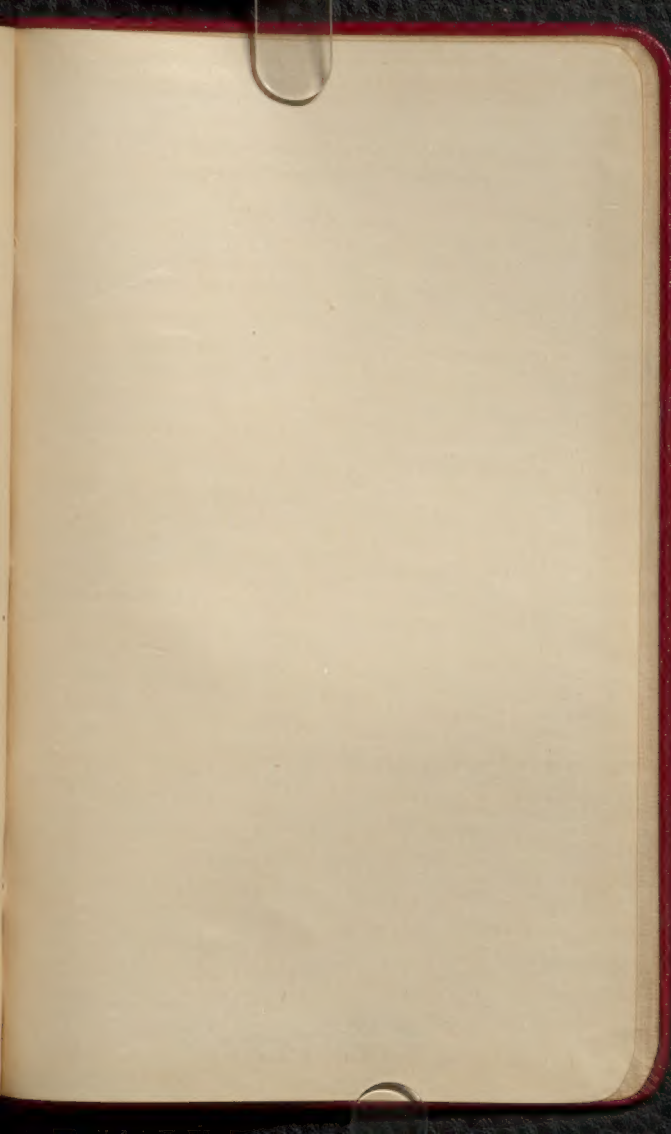
80. Visitors are not permitted to converse with patients concerning their disease or treatment.

81. Dogs will not be permitted to accompany visitors, or be at any time allowed in or about the Hospital.



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